# **OLRS Communication**

What? February 2014 Enhancements

Who? OLRS Professional Users

When? February 28, 2014

**New Application Experience:** On Friday, February 28<sup>nd</sup>, enhancements will be released in the online recruiting system which will provide job seekers the ability to remove incomplete applications from their profile and significant changes to Insight functionality for recruiters.

## Online Application

### Job Seekers can delete incomplete applications

When a job seeker begins the application process for a job posting and then exits the application without submitting, an incomplete application is saved to the applicant's record. With this enhancement, job seekers will be able to delete any unwanted incomplete applications by clicking a 'Remove' link in their list of Incomplete Applications.

#### Job Seekers can remove expired incomplete applications

If a job seeker has an incomplete application for a job that expires, the incomplete application will be automatically removed from the job seeker's list of incomplete applications. The application will not delete immediately. If the job is reopened within 60 days, the incomplete application will reappear for the job seeker so that they can continue where they left off in the application process.

#### <u>Insight</u>

#### Insight and OHC roles

If an Insight and OHC user account are currently linked and do not share the same username and/or email address, they will continue to be linked but will now have the username and email address used on the Insight account.

## **Improved Job Posting Page**

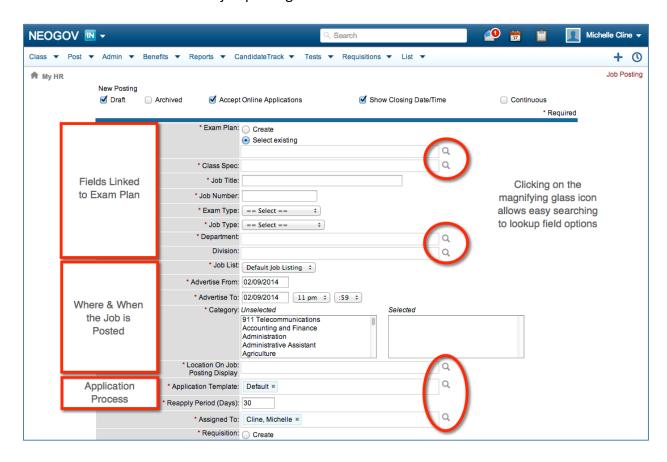
The Job Posting page will be enhanced to allow easier completion of the form by replacing drop-down lists on many fields with an easy search feature. When typing into these fields, the system will auto-suggest possible options that match the text you have entered. Clicking on the magnifying glass icon next to any of the fields that previously had dropdown lists allows you to easily locate the item you wish to select.

When creating a job posting, <u>associating the posting to an exam plan is now a requirement</u>. You can either associate a new posting to an existing exam plan or create a new exam plan from the job posting form. Keep in mind that one posting can be associated to one exam plan. When the you selects the option to 'Create' an exam plan from the job posting form, the fields for creating the exam plan will appear immediately on the job posting form.

Fields that are in common between the exam plan and job posting are entered only once and are kept in sync whenever the job posting or exam plan are modified.

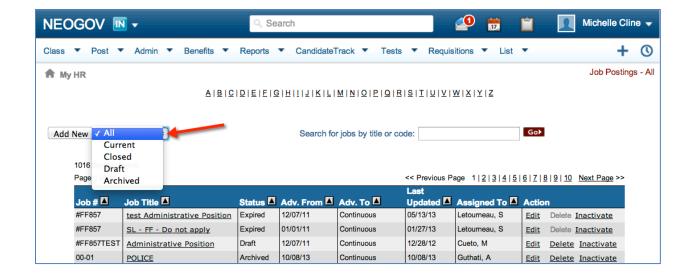
Additionally, the fields on the job posting will be reordered as follows:

- Fields that are shared with the Exam Plan
- Fields that provide the details about when and where the job should be posted
- Settings for the application process
- Requisition fields
- Content to be included on the job posting



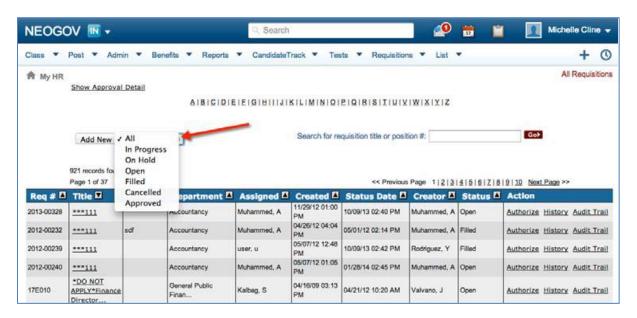
#### **Consolidated Job Posting List**

A new filter will be available on the job posting pages to allow you to quickly toggle between each type of posting status.



## **Consolidated Requisition List**

A new filter will be available on the requisition pages to allow you to quickly toggle between each type of requisition status.



Remove Access: When a staff member at your agency no longer needs access to system, send a request to servicecenter@des.wa.gov to have their Insight access removed. All of their assigned Postings and Requisitions will need to be reassigned by your agency's active Insight user. Your agency OHC Liaison inactivates the staff members OHC access.

#### Questions or need assistance with the OLRS? Contact:

Service Center: (360) 664-6400

Email Contact: servicecenter@des.wa.gov

OLRS Notice #2014-02

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